

EF-M-13 & EF-M-14 Excel Spreadsheet Instructions:

This version of the EF-M-13 (Oct) & 14 (Apr) Excel Spreadsheet is designed to allow the School Finance and Operations Team to upload the pupil data that has been entered into the appropriate pages for your school.

The EF-M-13 Excel Spreadsheet is available at: <http://www.maine.gov/data/student/PrivateSchl/OctPrv.html>

The EF-M-14 Excel Spreadsheet is available at: Link available in March

Submitting this spreadsheet by e-mail:

Please attach the spreadsheet to an e-mail and send to: GPA.DOE@maine.gov

Submitting the cover/signature page by fax or scanned to e-mail:

Please fax the signature sheet to 1-866-219-8344 or scan and attach to an e-mail to: GPA.DOE@maine.gov

Please comply with the following instructions:

- Please complete all yellow shaded areas on the tab called "Signature Page"
- Complete Section 1, Section 2, and Section 3 on the tab called "Enter Data Here" - see description of sections below.
- Do not type anything in the CODE box on each section, those boxes are for State use only and will pre-populate accordingly.
- If more rows are needed, use the correct Supplemental tabs (please note there are tabs for each section and labeled as such) for additional space to add data.
- All totals are automatically calculated. These cells have been protected to prevent accidental entering of data in these cells.
- The tabs labeled "towns" and "school names" are locked and cannot be edited however they can be used as a look-up tool

Enter Data Here includes Sections 1-3:

Section 1 - Report the number of pupils for each municipality/town and grade for whom any public, State or Federal funds are included in the tuition paid to this school. Report the number of pupils received from each municipality/town on one line (treat each line as a separate town). Do not list students by School Administrative Unit (SAU, RSU, AOS, or Union).

Section 2 - Report the number of pupils for each municipality/town and grade for whom all tuition is paid by any source other than municipalities or districts, excluding students who reside in another State. Examples of

these private tuition sources are parents, scholarships, charity, etc. Report the number of pupils received from each municipality/town on one line (treat each line as a separate town). Do not list students by School Administrative Unit (SAU, RSU, AOS, or Union).

Section 3 - Report the number of students for each grade who are received from outside of Maine.

Section 1 Supplemental A and B pages: These sheets are additional space for Section 1.

Section 2 Supplemental A and B pages: These sheets are additional space for Section 2.

Signature page: A signed copy of the "Signature Page" MUST be faxed, scanned and e-mailed, or mailed to the School Finance and Operations Team.

- Fax signed copy to: 1-866-219-8344
- Attach scanned, signed copy to: GPA.DOE@maine.gov
- Mail signed copy to:

School Finance and Operations
Maine Department of Education
Finance & Operations
23 State House Station
Augusta, ME, 04333-0023

[HelpDesk Home page](#)

Dept. Use Only: This sheet contains the pupil data that has been entered into the appropriate EF-M-13 pages in a format that enables us to upload data to our system. NO ENTRIES ARE NECESSARY ON THIS PAGE.